

**CITY OF ATLANTA
REQUEST FOR PROPOSALS
ADVERTISEMENT**

Sealed proposals for **FC-6004007873, Executive Development Seminar**, will be accepted by the Department of Procurement (“DOP”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, February 16, 2005**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.****

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances and no proposal shall be accepted unless the proposal is submitted by an eligible bidder as approved by the Office of Contract Compliance.

The names of proponents submitting proposals will be publicly read at 2:00 p.m. on the respective due date in Suite 1900, at the above address.

SCOPE OF SERVICE: The City of Atlanta (the “City”) is soliciting proposals from qualified Proponents to train its executive leaders on how to enhance organizational performance and leadership capability.

A Pre-proposal Conference will be held on **Tuesday, January 18, 2005, at 10:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-proposal Conference is to provide the proponents with information regarding the project and to address questions and concerns. There will be City representatives from the Department of Human Resources, DOP, the Office of Contract Compliance, and the Office of Risk Management to answer any questions. Proponents are urged to attend the Pre-proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$25.00** as of Monday, **January 10, 2005**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

Please be advised that all responses to this proposal are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any document prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a bid and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure in responses to a request.

If you have any questions regarding this project, please contact Sean D. Holloway, Contracting Officer, at (404) 330-6608, or by e-mail at sdholloway@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all proposals and to waive any technicalities.

****This Proposal Document cannot be downloaded. Potential Proponents must purchase this document from the DOP’s Plan Room.****